



**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

ADDENDUM #2

REQUEST FOR PROPOSAL 05-15

PROPERTY AND EVENT MANAGEMENT SERVICE FOR *"The Rooftop"*

ATTENTION ALL PROPOSERS: This addendum is issued to clarify, add to, delete from, correct and/or change the proposal documents to the extent indicated and is hereby made a part of the said proposal documents. Proposers are required to acknowledge receipt of the addendum by signing in the appropriate space below. Failure to do so may subject your quote to disqualification. The addendum may also be downloaded from the City's website at: www.rockvillemd.gov.

The following additional questions were asked by the email deadline:

- 1. Q: In response to question 5, (of Addendum #1) the addendum states the contractor pays a fee to the city of Rockville for the facility. Can you provide the fee associated with the use of the Rooftop?**

A: The fee has varied from year to year. There is no set fee established. The RFP is challenging the proposer to determine what they will pay the City for the opportunity to manage the facility.

- 2. Q: During the prebid meeting it was stated that the contractor would have to pay 80% room rental fee to VisArts. What is the cost for the Buchanan Room?**

A: Rental fees for the Buchanan Room at VisArts can be found at www.visartsatrockville.org. Rental rates are subject to change and solely established by VisArts.

- 3. Q: Is the 80% fee in addition to what the city of Rockville charges?**

A: VisArts leases its facility space from the City of Rockville. Use of the Buchanan Room is solely controlled by VisArts. Depending on availability, the Buchanan Room may be contracted to support an event at The Rooftop. The City of Rockville envisioned events using both spaces and has encouraged the possibility. However, historically very few events have made use of both venues.

- 4. Q: What is the current rental rate of the venue?**

A: The Rooftop has had different rental rates and rental packages in prior years. Currently VisArts is managing the space and primarily using it for art classes. The VisArts social rentals are mostly from adding The Rooftop space to a rental of the VisArts event room space. The City did not set or approve rental rates under the current management agreement.

- 5. How is the present management company compensated - by a fixed compensation based on management fees/expenses or do they retain a percentage of the rental fees?**

A: The current management of The Rooftop has paid the City a flat fee for the entire season.

- 6. Is the city currently compensated for contracts involving 3rd party vendors? In other words, if a client chooses to bring in outside furniture rentals for example, is the City to receive any compensation from such contracts?**

A: The City is not currently compensated for third party vendors at The Rooftop.

- 7. What is the current busiest rental period for the Rooftop? What is the slowest?**

A: The Rooftop has traditionally had more events in the months of May through September. Weather impacts all events. Limited winter events have been held.

- 8. It is difficult to determine an operating budget without information on venue's expenses such equipment, etc. Is there any additional information on this such as last year's operating budget?**

A: The Rooftop contractor may choose to use the City's tables and chairs currently on site or rent/purchase their own event equipment. Equipment needs will vary depending on the focus of activities at The Rooftop. In previous years, rooftop management firms have purchased their own bars, specialty furniture, etc.

- 9. Q: We are working on the application and noticed that on page 45 you are requesting references from "at least three state or local government entity or commercial company references where your organization has successfully provided property and event management services for a similar type destination within the past five years."**

Section B of this section specifically says "The City of Rockville cannot be used as a reference."

Since property and event management is not part of our mission, I am unclear as to whether we will be able to provide the kinds of references you are looking for.

A: Please provide references from your direct event clients. This may or may not be the ultimate guest and could include event planners, wedding planners, caterers and other vendors for various events.

- 10. I would like to ask again for reconsideration regarding tents and umbrellas. As it clearly states in your addendum, the prohibition on tents and umbrellas is not prohibited by City Code, but is a risk management issue. I certainly appreciate that and can assure you that safety is our primary concern when it comes to events on the Rooftop. In terms of liability, VisArts carries liability insurance in excess of what the City requires.**

A: After thoroughly contemplating the request to reconsider the City's position to not allow these temporary shade structures on the Rooftop, and after consulting with the City's general liability insurer (the Local Government Insurance Trust), the City believes it would be an unnecessary risk to allow this practice for the reasons mentioned below.

- a. The City's insurance company will not cover third-party losses incurred as the result of negligence on behalf of the contract awardee, or those with whom the awardee may subcontract, or lease, the Rooftop to in regards to RFP #05-15.

b. The City cannot control the quality, installation, use, disassembly, or other ancillary conditions or tasks that contribute to the safe use of shade structures on the Rooftop; which are all necessary to protect the general public.

c. The City does not have the resources necessary to oversee the proper use of these temporary shade structures, and is unable to ensure that the third-party's wishing to utilize these structures have the necessary insurance or contracts that indemnifies and holds harmless the Mayor and Council of Rockville.

The City will welcome proposals for additional permanent shade structures at the Rooftop.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ADDENDUM NO. 2 ISSUED BY: PAT RYAN, BUYER II, 08/19/2014

ACKNOWLEDGE RECEIPT OF ADDENDUM NO 2 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

NAME OF PROPOSER: _____

PROPOSAL DUE DATE: (UNCHANGED): 3PM, WEDNESDAY, AUGUST 27, 2014